

FINANCE

Revenue, Tuition, and Fees

Financing of Early Childhood Careers Preschool

This regulation supersedes Regulation 5950.2.

I. PURPOSE

To establish responsibilities and procedures for the financial operation of an Early Childhood Careers Preschool.

II. GENERAL GUIDELINES

- A. Fees shall be paid in full on or before the first day of each semester of the preschool session. The fee shall be prorated for enrollees who enter the program after it begins.
- B. No credit shall be extended to anyone.
- C. Fees shall be fully refunded to enrollees who withdraw prior to the beginning of the program and refunded on a prorated basis to those who withdraw after the program begins.
- D. Fees collected shall be retained by the school and shall be accounted for in a separate instructional account established for that purpose.
- E. The teacher will maintain a waiting list and contact parents in their order on the list when a vacancy occurs.

III. DETERMINING CHARGES

- A. Fees are based on (1) the cost of snacks, expendable supplies, field trips, and other items essential to the operation of the program and (2) the time per week the preschool is in operation as indicated in Notice 5922.
- B. Fees shall be reviewed, updated, and published semiannually.

IV. ACCOUNTING PROCEDURES

- A. The teacher shall record the payment of fees in accordance with the procedures described in the current version of Regulation 5810. Fees collected shall be remitted to the finance office along with a completed finance office deposit slip (FS-131). Teachers shall provide a receipt to parents.
- B. Fees shall be expended for snacks, expendable supplies, field trips, and other items essential to the operation of the program.
- C. The school finance administrative assistant or technician shall enforce the regulations and follow the procedures for purchase of materials and equipment. Every expenditure shall be supported by original proof of purchase, such as original invoice, sales tickets, receipts, or cash register tapes.

See also the current versions of: Regulation 5810, School Activity Funds Management
Notice 5922, Student Fees and Deposits